

~~SECRET~~

x Executive Director

x 8/15 Office of Dissemination

x Action

Report dtd 13 Aug.,
frm Central Records,
w/1 encl.

SUBJECT: Central Records Copies of Planning Studies

1. Enclosed report of 13 August shows that 12 out of 14 projects forwarded to the Director from the Central Planning Staff have not been filed in Central Records. Under sound business procedure, it is desirable that copies of all these projects be placed permanently in record file. Copies for Central Records were included in every case among the papers forwarded. It is believed that the Central Records copies could now be secured from the various offices to which the projects have been referred for study and comment.

2. It is recommended that appropriate action be taken to complete the Central Records files with respect to these 12 projects.

C. E. OLSEN

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Acting Assistant Director for Dissemination